FEMA

Grant Programs Directorate Information Bulletin
No. 388
July 18, 2012

MEMORANDUM FOR: All State Administrative Agency Heads
    All State Agency Points of Contact
    All Urban Areas Security Initiative Points of Contact
    All State Homeland Security Directors
    All State Emergency Management Agency Directors

FROM: Elizabeth M. Harman
    Assistant Administrator
    Grant Programs Directorate

SUBJECT: Supplemental Guidance on Reporting FY 2011 and FY 2012 Homeland Security Grant Program (HSGP) Performance Measures

In FY 2011, FEMA added five new requirements within the State Homeland Security Program (SHSP) and Urban Areas Security Initiative (UASI) program under three priorities – *Whole Community*, *Building Prevention and Protection Capabilities*, and the *Maturation and Enhancement of State and Major Urban Area Fusion Centers*. These measures continue in the FY 2012 guidance. The purpose of this Information Bulletin is to (a) issue guidance regarding reporting the measures, (b) describe the scope of these measures, and (c) establish the timeline for submission.

Measures
Comprehensive Preparedness Guide (CPG) 101 v.2 Compliance:
The FY 2011 HSGP Guidance and 2012 Funding Opportunity Announcement (FOA) require that any SHSP or UASI grantee that maintains an emergency operations plan (EOP) must submit the evaluation matrix annually. This same requirement is in the FY 2011 and FY 2012 Emergency Management Performance Grants (EMPG) guidance. Grantees need to submit only one evaluation matrix to FEMA to satisfy this requirement.

Reporting Instructions:
Each grantee will submit annually the Process and Analysis Support Tool located at http://www.fema.gov/prepared/plan.shtm, which is the evaluation matrix referenced in the guidance. The Tool includes instructions to complete the self-assessment. While the guidance requires bi-annual updates on percentage completion of CPG 101 v.2 compliance, annual reporting is sufficient. The Tool should represent the status of the grantee's EOP as of June 30. Grantees will send the completed Tool to the EMPG Regional Program Analyst by September 21

2012, and annually thereafter on July 31. Questions on the Tool should be addressed to FEMA-TARequest@fema.gov.

Typing of Equipment and Training:
The FY 2011 HSGP Guidance and 2012 FOA require that all grantees report equipment purchases and the typed capability the equipment supports (where such typing guidance exists); the number of people trained in a given capability to support a reported number of defined resource typed teams (e.g., 63 responders were trained in structural collapse to support 23 Type 2 USAR Teams); and the total number of a defined type of resource and capabilities built utilizing the resources of this grant.

Reporting Instructions:
Grantees will report all grant-funded equipment that supports defined resource typed capabilities and all training that supports a defined resource typed team using the fields in the attached FY 2012 Grant-Funded Typed Resource Report. Grantees will report responses using Non-Disaster (ND) Grants Management System beginning in December 2012. This reporting will include both NIMS typed resources and State and local typed resources. The description and listing of NIMS typed teams can be found at:
http://www.fema.gov/emergency/nims/ResourceMngmnt.shtm#item4.

Grantees will specify the number of resources, capability supported, whether it is a NIMS or State/local typed resource, the cost, and whether the resource sustains current capabilities or adds new capabilities. The resources should be reported only after equipment is delivered or after training has occurred and the corresponding grant funds have been expended. The Tool should be submitted bi-annually via a performance report in the ND Grants system. The first submission for the FY 2011 and FY 2012 grant reporting is due December 31, 2012.

Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI) Compliance:
FY 2011 and FY 2012 guidance requires submission of a certification indicating the number of personnel involved in the NSI as well as the number of personnel who have completed the required training.

Reporting Instructions:
HSGP grantees will provide:
- The number of people who are engaged in the NSI that are funded through SHSP and UASI (in whole or in part); and
- The number people engaged in the NSI that are funded through SHSP and UASI who have completed the required training.

Required training is accessible at: http://nsi.ncirc.gov/training_online.aspx.

The information will be reported on the attached SF-PPR-B form in column 3 and submitted via a performance report in the ND Grants system. The first NSI submission for FY 2011 is due September 21, 2012.

Sustaining Capabilities
The FY 2012 FOA requires that grantees ensure funding is used to sustain core capabilities that were funded by past HSGP funding cycles. FEMA will measure the percentage of funding, on a project-by-project basis that supports the maintenance and sustainment of the National Preparedness Goal's core capabilities.

Reporting Instructions:
In the Biannual Strategy Implementation Report (BSIR) due September 21, 2012, HSGP grantees will, on a project-by-project basis, check one of the following:
- Sustaining or maintaining a capability acquired with federal homeland security funding;
- Sustaining or maintaining a capability acquired without federal homeland security funding; or
- Developing or acquiring a new core capability.

Scope of the FY 2011 HSGP Performance Measures
These performance measures are required *only* for activities supported with HSGP funding from FY 2011 and subsequent years, and are not required to be reported for FY 2010 HSGP awards and prior.

Instructions on Submitting SF-PPR in ND Grants
Please note that this reporting requirement **does not** replace the BSIR reporting requirement for FY 2011 HSGP awards. Per Information Bulletin #375, GPD waived the submission requirement of the December BSIR for FY 2011 awards contained within the Grants Reporting Tool (GRT). Grantees are required to submit data on FY 2011 award activity on the July 2012 BSIR. The applicable FY 2011 performance measures will continue to be reported separately from the BSIR until these data fields can be incorporated into the ND Grants Management System.

Grantees will be able to upload and submit their Grant-Funded Typed Resource Report and SF-PPR using the Performance Report function in ND Grants. Instructions on how to submit performance reports in ND Grants are available on the ND Grants training webpage: http://www.fema.gov/government/grant/ndgms.shtm#5.

Questions regarding this Information Bulletin may be directed to your assigned Program Analyst or the Centralized Scheduling and Information Desk at askcsid@fema.gov or 1-800-368-6498.

Attachments:
CPG 101 Process and Analysis Support Tool, March 2011
Standard Form Performance Progress Report
Grant-Funded Typed Resource Report